



**USAFA
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Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES**

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OPR: 10 ABW/LGLS (Mr. John Kovach)
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AFMAN 23-110, Vol II, Part 13, is supplemented as follows:

Section A Supply Forms

1.7.1. AF Forms:

Number	Title
68	Munitions Authorization Record
1000	United States Air Force Suggestion
1046	Zero Overpricing Challenge/Referral
2426	Training Request and Completion Notification

1.7.5. (Added) USAFA Forms Prescribed:

Number	Title
45	Grade Insignia Order Blank
74	Configuration Data/Resume List
84	Hazardous Material Usage Approval
85	Request for Organization Record Load
92	Rubber Stamp Request

1.7.6. (Added) Standard Forms:

Number	Title
368	Product Quality Deficiency Report (Category II)

Section A Requesting New Organization Codes

1.9. Obtain USAFA Form 85 through the Publications Distribution Office (10 CS/SCSPD). If the new organization code will include an equipment account, prepare an organizational resume on USAFA Form 74. Obtain USAFA Form 74 through 10 CS/SCSPD.

Section A Authorization to Receipt for Property

1.10.1. A Base Automated Service Store (BASS) is not operated at USAFA.

1.10.1.1. A written request is not required. Administrative supplies are issued on bench stocks or routine issue at the USAFA.

1.10.1.3. A warranted tool program does not exist at USAFA.

1.10.2. Use AF Form 68 for personnel authorized to receipt for munitions.

1.10.3.1. Ensure that custodians selected for permanent change of assignment (PCA) or permanent change of station (PCS) are given adequate time to properly transfer assigned custodial accounts to the new custodian. Contact 10 ABW/LGLSSME if a change in custodian is required. 10 ABW/LGLSSME will send a form memorandum to your activity for this purpose. The memorandum must be signed by the organization commander or head of the staff agency. Attach AF Form 2426 requesting scheduling of training for the newly acquired equipment account custodian if the individual was not previously trained at the USAF Academy. If the equipment account custodian was previously trained at the USAF Academy, attach a copy of the completed AF Form 1256, Certificate of Training, or AF Form 2426.

1.10.5.1. Contact 10 ABW/LGLSSMS for assistance in withdrawing property from the Defense Reutilization and Marketing Office (DRMO). Provide 10 ABW/LGLSSMS with the Screener's Tally Request to Freeze Excess/Surplus Property Form (DRMO 103) from DRMO indicating the property has been reserved for withdrawal.

Section A Local Purchase Policy

1.14. Customers must be aware that the term "local purchase" does not necessarily mean that the item will be procured in the local area. These items can be contracted nationwide, depending on contracting rules. Also, customers should be aware that Contracting is obligated to buy from small businesses for purchases under \$25,000 rather than large companies such as K-Mart, Target, etc. This usually means you will pay more for that item.

Section A Precious Metals Recovery Program

1.15. Provide PMRP monitor appointment memorandums to the Academy PMRP monitor, Base Supply Inspection Element, 10 ABW/LGLSSDI.

Section A Base Supply Training

1.17.1. 10 ABW/LGLSSMC conducts the customer training courses listed in paragraphs 1.17.3.1 through 1.17.3.4.

1.17.3. Submit requests for the following customer training courses on an AF Form 2426 to 10 ABW/LGLSSMC upon designation of responsibilities.

1.17.3.1. Each individual assigned as an organization resource advisor/manager or cost center manager who has not previously received Block I training is strongly encouraged to attend this course upon assignment to the USAF Academy. Upon assignment to an organization supply representative position, individuals must attend Block I training unless they have already received the training and have been a supply representative within the past 2 years. The supply representative is defined as the individual assigned by the commander to manage or monitor a customer supply account.

1.17.3.2. Upon assignment to a bench stock monitor position, individuals must attend Block IIA training unless they have already received this training and have been a bench stock monitor within the past 2 years.

1.17.3.3. Upon assignment to a shop due-in-from-maintenance (DIFM) monitor position, individuals must attend Block IIB training unless they have already received the training and have been a DIFM monitor within the past 2 years.

1.17.3.4. Upon assignment to a base equipment custodian or alternate base equipment custodian position, individuals must attend Block III training. Those individuals that have been a custodian or alternate within the past 2 years, will report to 10 ABW/LGLSSME to be briefed on local supplements, policies, and requirements.

Section A General and Administrative

1.21(Added).Overview of Hazmat. Environmental compliance and the reduction of hazardous materials used are inherent mandates in how we operate in today's Air Force. Legislative and regulatory requirements being imposed by the Emergency Planning Community Right-to-Know Act (EPCRA) and Pollution Prevention Act of 1990 (PPA) as a result of Executive Order 12856, require Air Force Bases to account for all Hazmat from "cradle to grave."

1.22(Added).Items Classified as Hazardous (Hazmat). Hazmat is any material with an Issue Exception Code (IEX) Z. Basically these items fall into the following groups:

1.22.1. Petroleum Products (oils, greases, lubricants, etc.).

1.22.2. Paints.

1.22.3. Certain Photographic Chemicals.

1.22.4. Adhesives and Sealants.

1.22.5. Solvents.

1.22.6. Acids and Bases.

1.22.7. Compressed Gases.

1.23(Added).Base Supply is responsible for the issue, receipt, and control of hazardous materials. All organizations which use, handle, or store hazmat will be enrolled with the USAFA Hazmat Pharmacy. Following are responsibilities of the Base Supply Hazmat Pharmacy Function:

1.23.1. Provide prompt delivery and pick up of (serviceable) hazardous material, according to the specified priority, from 0700 to 1545, Monday through Friday.

1.23.2. Requisition all hazardous materials required and agreed upon between the customer and Supply. Hazmat personnel will use past demand data, along with such factors as volatility, accessibility, shelf life, and delivery methods to include "just-in-time" concept for requisitioning hazardous materials.

1.23.3. Provide (affix) a hazardous bar code tracking label to each item being issued to a hazmat customer. A master file of material safety data sheets (MSDS) will be maintained in the Hazmat Pharmacy. The Hazmat Pharmacy will ensure an accurate MSDS is on hand prior to processing or delivering any hazardous material.

1.23.4. Provide a single point of issue, tracking, and accountability for all hazardous materials entering the USAF Academy.

1.23.5. Assist in the determination of suitable less hazardous and nonhazardous substitutes for items currently in use. A memorandum of justification will be required to obtain approval not to use suitable less hazardous and nonhazardous substitutes. This memorandum of justification must be signed by the organization commander.

1.23.6. Help reduce the proliferation of similar hazardous products and disallow vendor substitutions.

1.23.7. Review products for health and environmental hazards and disseminate this information to the end users.

1.23.8. Establish hazmat stock and issue quantities commensurate with customer usage. The Hazmat Pharmacy will not dispense hazardous materials below the manufacturer's container size. As a rule, the Hazmat Pharmacy will not issue hazardous materials by case lots.

1.23.9. Track usage of hazmat issues and returns.

1.23.10. Coordinate turn-in of hazardous assets with DRMO or the Hazardous Waste Turn-In Site as appropriate.

1.23.11. Provide orientation and training regarding Hazmat Pharmacy operations during enrollment processes. The Hazmat Pharmacy will brief commanders and users of hazardous materials on their responsibilities and actions required to maintain a Hazmat account.

1.23.12. The Hazmat Pharmacy will process a quarterly shop inventory of active bar code labels. This listing will be used to ensure that depleted containers are reported to the Hazmat Pharmacy and will be used to identify usage data versus established requirements.

1.24(Added).Customer Responsibilities. The customer will accomplish the following:

1.24.1. The Hazmat Pharmacy will be notified, in writing, that your organization/shop/element has a requirement to use and maintain hazardous materials. The Hazmat Pharmacy will schedule a meeting with your shop, and a Bio-Environmental Flight (BEF) representative to discuss enrollment procedures and specific shop responsibilities.

1.24.2. The commander or designated representative must appoint a primary and at least one alternate (if possible) Hazardous Materials Monitor for each shop. The Hazmat Monitor will be the only individual authorized to order hazardous materials for the shop. USAFA Form 84 and DD Form 2005 will only be accepted from those individuals appointed as primary or alternate.

1.24.3. Provide, in writing, any changes to account numbers, delivery locations or Hazmat monitors so training can be provided.

1.24.4. Hazmat monitors will serve as the point of contact between the Hazmat Pharmacy and the organization or shop. They will sign for all issues or due-out releases when hazardous material is delivered.

1.24.5. Maintain no more than a 30-day supply of hazardous materials. Return excess (serviceable) materials to the Hazmat Pharmacy according to established procedures in the USAFA Hazmat Pharmacy Customer Guide.

1.24.6. Ensure all residue/containers are nonleaking and safe to handle. The MSDS must accompany all turn-ins. The container must be able to withstand normal handling or the turn-in will be rejected. If the container is not in suitable condition for turn-in, it is the customers responsibility to turn the asset in to the Civil Engineering Hazardous Waste Site. A container is considered “empty” if absolutely all hazardous material has been removed from the container and no more than one inch of residue remains in the bottom of the container.

1.24.7. When adding items to the shop’s hazardous material approval listing, a USAFA Form 84 must be approved by BEF and a current MSDS must be provided to the Hazmat Pharmacy along with the USAFA Form 84.

1.24.8. If an MSDS is not on file in the using shop, contact the Hazmat Pharmacy so one can be provided if on file or obtained from the manufacturer.

1.24.9. Provide a written request to the Hazmat Pharmacy to remove items from the shop hazardous material approval listing. This request may be signed by the Hazmat Monitor.

1.24.10. When hazardous material is required which cannot be ordered or purchased through the Hazmat Pharmacy (e.g. emergency request), the following procedures must be followed:

1.24.10.1. Obtain BEF approval utilizing USAFA Form 84 accompanied by a MSDS.

1.24.10.2. Prepare DD Form 1348-6, local purchase request with Hazmat Monitor as requester.

1.24.10.3. Assisted by Hazmat Pharmacy representative, process request through Research for local number load, Hazmat Pharmacy to establish a due-out, Stock Control for requisitioning, and Contracting to contact the vendor.

1.24.10.4. Bring property picked up to the Hazmat Pharmacy for receipt processing and bar code labeling.

1.24.11. When a customer has used all of the hazardous material in a container, that container has been depleted. The customer then removes the bar code label from the container and returns it to the Hazmat Pharmacy so that the Hazmat Tracking software can be updated to show depletion. This can be accomplished by placing the label on a sheet of paper and sending it through distribution. The sheet of paper should be returned to the Pharmacy when the sheet is full or biweekly, whichever is sooner. If a bar code label cannot be removed, the bar code label number can be written on the paper.

1.24.12. Reusable containers in good condition will be triple-rinsed (rinsed until no residue remains in the drum) at a Civil Engineer Environmental (510 CES/CEV) approved wash location on base. An approved location will utilize a high pressure sprayer and will discharge through an oil/water separator to the sanitary sewer system. After washing, the container must be stenciled “TRIPLE RINSED,” Name and Date, then brought to the Hazardous Material Pharmacy in building 8110 and turned in for reuse/reissue as part of the base Reusable Container Program (RCP).

1.24.13. A drum that is in poor condition and obviously not reusable must also be washed until no residue remains in the bottom and stenciled “TRIPLE RINSED,” Name and Date. It too, can then be turned in to the Hazardous Material Pharmacy and will be scrapped by DRMO rather than re-used.

1.24.14. Unused residual materials returned to the Hazmat Pharmacy for reissue must meet the following criteria:

1.24.14.1. Containers must be intact and in good condition.

1.24.14.2. Labels, identification, and bar code are legible.

1.24.14.3. Contents have at least 25 percent or more residual material remaining.

1.24.14.4. Contents must have at least 6 months of shelf life remaining.

1.24.14.5. Contents must not be contaminated by any other materials.

1.24.15. The Hazmat Monitor for each shop will use the Quarterly Shop Inventory Listing to verify the bar code labels remaining in the shop. Depleted items must be identified to the Hazmat Pharmacy. The Quarterly Shop Inventory Listing must be completed and returned to the Hazmat Pharmacy within the suspense period for inclusion in EPCRA reporting. No additional items will be issued to the shop if the updated list is not returned to the Hazmat Pharmacy by the suspense date.

1.24.16. The Hazmat Pharmacy attempts to provide hazardous materials in the smallest quantity possible to accomplish required taskings. Therefore, the Hazmat Pharmacy will not dispense hazardous materials below the manufacturer's container size. However, shops that dispense hazardous materials from their original issue containers into smaller containers, i.e. spray bottles, etc., must identify the contents of the dispensed container using DD Form 2521 or DD Form 2522, **Hazardous Chemical Warning Label**.

1.24.17. The Hazardous Material (Hazmat) Pharmacy is the single point for approval, authorization, and requisition of hazardous materials. When approved by the Installations International Merchant Purchase Card (IMPAC) Program Coordinator (IPC), Hazmat Pharmacy representatives may requisition/obtain hazardous materials using an organization's IMPAC. Customers obtaining hazardous materials through sources other than the Hazmat Pharmacy, i.e. Blanket Purchase Agreements (BPA) or Non-Appropriated Funds (NAF), must first obtain Hazmat Pharmacy approval. Upon receipt of materials, the customer must provide a copy of the invoice to the Hazmat Pharmacy so bar code labels can be produced.

Section A Issue Procedures

3.2.2.6(Added).Emergency walk-through and priority purchase requests will be handled as follows:

3.2.2.6.1. A written justification must accompany each emergency request. Emergency justifications must be signed by the three letter office chief and should contain the following information:

3.2.2.6.1.1. The nature of emergency/priority.

3.2.2.6.1.2. The reason the request was not planned to allow for routing handling.

3.2.2.6.1.3. An impact statement which details the significant impact on the mission if the item is not obtained through expedited procedures. Where possible, the impact statement must be quantified in terms of monetary loss to the government, lost training days, and so forth.

3.2.2.6.2. Obtain approval from the Program Manager (10 ABW/LGLSS) or designated representative.

3.2.2.6.3. Take your request to 10 ABW/LGLSSMD to establish your requirement (ISU).

3.2.2.6.4. Obtain a requisition number from 10 ABW/LGLSSMS.

3.2.2.6.5. Take all documentation to the Contracting Staff Management Officer for processing of the requirement (the strength of your documentation will permit Contracting to either approve your request for 1-day, emergency, or 5-day priority purchase action).

3.2.2.6.6. Go to the vendor and pick up the property according to the buyer's instructions, if asset is procured in local area.

3.2.2.6.7. Return the property to 10 ABW/LGLSSDR, building 8110, door 11, west end, for processing of receipt documentation.

3.2.2.6.8. Sign the due-out release documentation acknowledging receipt of the property.

3.4.1. Also include your office symbol.

3.4.3. Submit DD Form 1348-6 to 10 ABW/LGLSSMD in original and three legible copies.

Attachment A-4, Chapter 3, Sample DD Form 1348-6, Non-NSN Requisition. BLOCK 11 (REMARKS) IN ADDITION, WHEN THE REQUESTED ITEMS ARE EQUIPMENT (NF_) OR AN INDIVIDUAL EQUIPMENT ELEMENT ITEM AND WILL RESULT IN THE ASSIGNMENT OF AN "L" OR "P" STOCK NUMBER, THIS BLOCK MUST CONTAIN THE TABLE OF ALLOWANCE (TA) AND PRIME NSN.

3.5. A BASS is not operated at USAFA.

3.7.4. Urgent bench stock requirements can be called in to 10 ABW/LGLSSMD as priority requirements and delivery will be in accordance with AFMAN 23-110, Vol II, Part Two, Chapter 25, Para 25.17.2.2 Note.

3.15.2. Equipment items normally will not be authorized by sole source or brand name since an allowance or authorization constitutes a recurring requirement. Use comprehensive specification and physical characteristics rather than sole source or brand name to help Contracting make suitable competitive buys and to ensure that user specifications and needs are met.

3.17. These procedures not used at USAFA.

3.19.2. Prepare AF Form 1996, **Adjusted Stock Level**, in three copies.

3.23. A USAFA Form 84, **Hazardous Material Usage Approval**, must be submitted to BEE for approval to purchase hazardous materiel (see attachment A-10 (Added) for instructions to complete USAFA Form 84 and attachment A-11 (Added) for instructions to complete Material Safety Data Sheet).

Section A Turn-In Procedures

Attachment A Chapter Instructions for DD Form 1348-1, Inventory Release/Receipt Document, Organization Transfer DRMO.
BLOCK A. DOCUMENTS PREPARED FOR DIRECT TRANSFER TO DRMO MUST BEAR THE PREPARING ORGANIZATION'S MAILING ADDRESS.

Block B. Address transfers from USAF Academy organizations to:

SZ 3038-DRMO Colorado Springs

Fort Carson CO 80913

Block D. Applicable to MWR activities for property purchased with nonappropriated funds. Enter "Reimbursement Requested" if the transfer covers other than scrap material. On DD Form 1348-1, blocks 11 and 12, include certification that property was purchased with nonappropriated funds when reimbursement is requested by MWR activities. Enter "The property listed hereon was procured from nonappropriated funds on account number (for example: 30/H1)."

4.5.1. Custodians may call in a request for turn-in of property that does not require equipment review authorization activity (ERAA) coordination or approval.

4.5.6(Added). Custodians will use AF Form 601, **Equipment Action Request**, or AF Form 2005 for turn-in of weapons. When request is received for the turn-in of weapons, 10 ABW/LGLSSME will verify the weapon serial numbers. 10 ABW/LGLSSME will then forward a copy of the AF Forms 601 or 2005 to 10 ABW/LGLSSMS to request disposition instructions from the item manager. Upon return of the AF Forms 601 or 2005 with disposition instructions, 10 ABW/LGLSSME will prepare an AF Form 2005 and forward the AF Form 601 and the AF Form 2005 to 10 ABW/LGLSSDD. 10 ABW/LGLSSDI will coordinate with 10 ABW/LGLSSDD and the custodian to arrange a mutually agreeable date and time for the custodian to transport the weapons to Base Supply. Upon arrival of the custodian with the weapons, the supply inspector will verify the condition and serial numbers of the weapons. The custodian will then turn the weapons over to 10 ABW/LGLSSDI for count and physical turn-in. 10 ABW/LGLSSDI will obtain the shipping document from 10 ABW/LGLSSMS and hand-carry the weapons to 10 ABW/LGLSSDF for packaging and immediate shipment.

4.5.7(Added). Process the turn-in of intrabase radios through the Base Frequency Monitor (10 CS/SCMT).

4.6.4.3. Non-CA/CRL equipment items must have a DD Form 1577, **Unserviceable (Condemned) Tag Materiel**, attached and must be certified in the remarks block that "Repair is considered uneconomical" by the individual signing the DD Form 1577.

4.7.3(Added). Hazardous Waste Disposal. The procedures contained herein supplement the guidance prescribed in DOD Manual 4160.21, AFMAN 23-110, Vol II, Part Two, Chapter 21 and AFM 67-1, Vol VI, Chapter 10. Specifically addressed are the processing techniques for loading stock numbers, identifying hazardous waste, turn-in preparation, and disposal procedures.

4.7.3.1. Processing instructions have been directed by HQ USAF/LE to comply with the Resource Conservation and Recovery Act (RCRA) and Environmental Protection Agency (EPA) regulations. These procedures were developed in coordination with the Environmental Engineering Services (HQ USAF/LEEV), Medical Engineering Services (10 AMS/SGPA), and Air Force Financial Management (SAF/FM) offices.

4.7.3.2. Additional guidance regarding hazardous waste is also provided in AFI 32-7005, AFI 32-7042, and the USAFA Hazardous Waste Management Plan.

4.7.3.3. All hazardous waste must be disposed of and tracked as required by the RCRA using the EPA hazardous waste number. These numbers are contained in the Code of Federal Regulation, **40 CFR 261**. Each installation will be funded and required to pay for the disposal of hazardous waste being generated at its location. This program requires a coordinated effort from the waste generator, Bioenvironmental Engineering Services (10 AMS/SGPB), Environmental Engineering (510 CES/CEV), Financial Management (10 ABW/FMF), and the Defense Reutilization and Marketing Office (DRMO).

4.7.3.4. The Chief, Hazardous Waste/Pollution Prevention, (510 CES/CEVH), is responsible for document preparation, tracking, and processing hazardous waste transactions. Base Supply will furnish 510 CES/CEVH with their own block of document serial numbers for direct transfers to the Defense Reutilization and Marketing Office (DRMO). 510 CES/CEVH will maintain the document register and keep all completed (signed) documents in document number sequence for 1 year and then dispose of them in accordance with AFMAN 37-139, Table 23-4, Rule 12. The SBSS will not be used.

4.7.3.4.1. All documentation is accomplished by 510 CES/CEVH using off-line DD Form 1348-1, **DOD Single Line Item Release/Receipt Document** (Identifier A5J).

4.7.3.5. Generating Activity:

4.7.3.5.1. Stores hazardous waste in accordance with Federal and State laws and regulations until disposal documentation processing is completed and transfer of physical custody is authorized.

4.7.3.5.2. Prepares turn-in documentation (USAFA Form 86) to initiate disposal actions through 510 CES/CEV when all processing and coordination actions with 510 CES/CEV have been completed. At a minimum, this will consist of waste name, national stock number, manufacturer, turn-in container types, quantities and certification.

4.7.3.5.3. Responsible for the actual movement of the hazardous waste to 510 CES/CEV consolidation point. Coordinates with the Base Transportation Office for the pickup and delivery of hazardous waste to the 510 CES/CEV consolidation point.

4.7.3.6. 510 CES/CEV:

4.7.3.6.1. Assists the waste generating activity in determining the EPA hazardous waste number, cost of disposal, and unit of issue which are used to establish the hazardous waste item record. The disposal price and unit of issue are obtained from the applicable DRMO disposal contract. The unit price represents the cost per unit of issue to dispose of the specific waste.

4.7.3.6.2. Certifies that all hazardous waste is properly identified, labeled, and packaged prior to transfer to DRMO.

4.7.3.6.3. Verifies that billings for disposal by DRMOs are accurate and certifies them for payment by Financial Services (10 ABW/FMF). This will normally be a coordinated effort through the Base Civil Engineer (10 CEG) Funds Manager.

4.7.3.6.4. Reviews billing from DRMOs which will be provided by 10 ABW/FMF, and reconciles the disposal documents and dollar amounts. Resolves any differences with DRMO. Certifies that billings are proper and that the disposal services have been performed.

4.7.3.7. 10 AMS/SGPB:

4.7.3.7.1. Reviews and makes recommended assignment of all stock numbers that require issue exception (IEX) Code Z and determines whether waste will be generated by using activities.

4.7.3.7.2. Assists 510 CES/CEV in determining the applicable EPA hazardous waste number that is to be assigned to the hazardous waste stock numbers.

4.7.3.8. 10 ABW/FMF:

4.7.3.8.1. Issues 510 CES/CEV (in most cases, the 10 CEG Funds Manager) with AF Form 616, **Fund Cite Authorization** (FCA), for recording hazardous waste disposal costs.

4.7.3.8.2. Receives AF Form 616 from 510 CES/CEV and records the obligations using copies of the DD Form 1348-1 disposal documents and part 3 of the M15/GV312 report.

4.9. See AFMAN 23-110, Vol VI, Chapter 4, *Precious Metals Recovery Program Procedures* (PMRP) for additional information and detailed procedures of the PMRP.

Section A Due-Out Processing

5.5.2.2.6(Added). This process not only requires a validation of the due-out quantity, but also entails determination that the material is the correct item. The identity and description of the material is determined by the stock number. Therefore, if there are any questions regarding the identity of the material, research stock list data or contact 10 ABW/LGLSSMD if stock list data is not available.

Section A Repair Cycle Support

6.8.1(Added). If an item is (or is believed to be) defective in engineering, design or craftsmanship (including maintenance performed thereon), or if the material used in its manufacturing is considered defective, provide the details to the sections indicated below:

6.8.1.1. Shortages or overages and items damaged in shipment, contact 10 ABW/LGLSSDI for initiation of a SF 364, **Report of Discrepancy**. For items with hidden damage, contact 10 ABW/LGLSSDR.

6.8.1.2. For Preservation and Packaging (AFI 24-202) or improper handling or deterioration during storage, contact 10 ABW/LGLSSDI.

6.8.1.3. Inferior products received through local purchase, contact 10 ABW/LGLSSDI. Provide 10 ABW/LGLSSDI a memorandum describing pertinent details of the complaint. Send a sample of the defective product, if available. Inspectors will check Base Supply stock and endorse this memorandum to Contract Administration (10 ABW/LGC) showing total quantity deficient, vendor, purchase order, and any circumstances helpful for the follow-up section to resolve the problem with the vendor.

6.8.1.4. Apparent item pricing discrepancies (AFM 67-1, Vol VII, Part 4, *Zero Overpricing*), contact 10 ABW/LGLSSMC.

Attachment A-2, Chapter 7, Document and Transaction Identifier Codes (DIC/TRIC).

DIC/TRIC	Explanation
DOE	Due-out exists (Bench Stock)
FED	Item added to CA/CRL or SPRAM accountable record
FIC	Item record indicative data change
FME	Item transfer/deployment from CA/CRL or SPRAM accountable record

Attachment A2.4, Chapter 7, Supply Status, Cancellation Codes, and Phrases.

Sta - Explanation **tus**

- CW The item is either unavailable or nonmailable because transportation costs are too high. Local procurement is authorized for this requisition only.
- CP The source of supply is local manufacture, fabrication, or procurement. If it is not available locally, or the activity lacks procurement authority, submit a new requisition with advice code 2A.

Section A Chapter Summary

8.1. This chapter also provides guidance for commanders and USAF Academy tenant units. For the purpose of equipment management, the term organization commander at the USAF Academy means Heads of HQ USAFA Organizations; a Wing, Group, or Squadron Commander; Division Chief; or their designated representative. When no parent command custodian procedures are provided, USAF Academy tenant units will use this instruction and supplement to maintain custody receipt accounts.

Section A Responsibilities Assigned

8.5.1.7.3(Added). Custodians should be personnel who will be able to devote sufficient time to managing the equipment account. Individuals assigned primary duties such as instructors should only be assigned custodial responsibilities when no other individuals are available.

8.5.1.7.4(Added) Commanders should make every attempt to keep equipment accounts as small as possible, to allow custodians to be responsible only for equipment under their control. It is extremely difficult for custodians to be responsible for equipment outside of their span of control.

8.5.2.2. Change in custodians should normally not require supply inventory assistance. When custodians require inventory assistance, they should submit requests to the Base Supply Program Manager through their organization commander, fully justifying the need for inventory and identifying the discrepancies involved. It must be emphasized that custodians must first inventory their account before requesting inventory assistance from Supply.

8.5.2.24. Normally, the user or maintenance activity will condition code equipment being processed for turn-in. However, users do not have the standards necessary to correctly condition code Test Measurement and Diagnostic Equipment (TMDE). As a result, all TMDE must be processed through PMEL for condition coding. During this process the item will be removed from the PMEL's Master ID Listing. Except for TMDE, 10 ABW/LGLSSDI will condition code equipment when the user or maintenance activity cannot determine the condition code.

8.5.2.28(Added). Fill out and validate USAFA Form 74. If a change is necessary, prepare the USAFA Form 74 in two copies. Provide 10 ABW/LGLSSME with copy one, and file copy two in your custodian file. Tenant activities may use their respective command forms. All other activities will use USAFA Form 74.

8.5.2.29(Added). Turn in serviceable or unserviceable equipment management code (EMC) 1 items (non-EAID) which do not affect in-use detail records on activity code "P". The custodian can accomplish this by calling 10 ABW/LGLSSME and furnishing the stock number, quantity, organization and shop code, nomenclature, and condition code of the property. When turning in office machines for replace-

ment issue, TO 46A-1-1 must first be complied with. TO 46A-1-1 explains the criteria for repair instead of replacement with a replacement standard table for computing maximum repair allowance. Obtain estimates for repair of office machinery through the Base Contracting Office, Services Branch (10 ABW/LGCVS).

Section C Changing Custodians

8.12. Personnel pending PCS, PCA, retirement, or separation should arrange for transfer of their accounts at least 45 days in advance of their programmed departure. This type of planning will preclude departure delays stemming from possible account discrepancies discovered during actual transfer of the account. All personnel will report to the Individual Equipment Unit (IEE) to clear Base Supply.

Section C Transferring Custody Receipt, EAID Items

8.13.1. Items requiring Equipment Review Allowance and Authorization (ERAA) approval (computers, radios, visual information support equipment, public address/sound equipment, and so forth) will be approved prior to submission of a request for transfer to 10 ABW/LGLSSME.

8.13.1.1. The gaining custodian will obtain the losing custodian's signature on the request prior to submission to EMS.

8.13.1.2. The gaining custodian is required to report to 10 ABW/LGLSSME to sign the transfer document (FET). These documents cannot be sent through distribution. FETs must be signed within 5 workdays after the transfer document is processed.

Section C Relief from Responsibility or Accountability

8.14. Submit relief documents, DD Form 200, **Financial Liability Investigation of Property Loss**, (AFMAN 23-220) to 10 ABW/LGLSSME with an AF Form 601 referencing the DD Form 200. 10 ABW/LGLSSME will initiate the following flow:

8.14.1. 10 ABW/LGLSSME - Logs the AF Form 601 in the Equipment Control Register (AF Form 600) and validates the stock number, unit price, and detail number, if applicable to EAID or SPRAMS. Establishes a suspense file and forwards one copy of the AF Form 601 with attached survey documentation (DD Form 200, checklist, and statements) to 10 ABW/LGLSE. When documentation is not returned within 10 workdays, 10 ABW/LGLSSME will accomplish follow-up to 10 ABW/LGLSE.

8.14.2. 10 ABW/LGLSE - Obtains the signature of the FE/FB accountable officer, assigns a survey control number, and returns one copy of the updated DD Form 200 to 10 ABW/LGLSSME within 5 workdays.

8.14.3. 10 ABW/LGLSSME - Updates the AF Form 600, Equipment Control Register, processes an inquiry (DN), and forwards to 10 ABW/LGLSSPI.

8.14.4. 10 ABW/LGLSSPI- Processes Inventory Adjustment (IAD), retains necessary M10 supporting documentation, and forwards notification of completion to 10 ABW/LGLSSME.

8.14.5. 10 ABW/LGLSSME - Accomplishes necessary changes to applicable records (i.e., decrease in authorized quantity, order replacement), updates the AF Form 600, files completed AF Form 601, and provides the custodian a copy of the completed AF Form 601 with attachments.

8.14.6. 10 ABW/LGLSE - After all survey actions are completed, sends 10 ABW/LGLSSPI a finalized copy of the DD Form 200.

8.14.7. 10 ABW/LGLSSPI - Reviews DD Form 200 survey results to ensure previously processed IAD continues to be valid. Initiates/accomplishes accountable record adjustments when completed survey findings resulted in recovery of assets which were previously processed as IAD. Upon completion of validation and corrections, replaces the suspense copy of the DD Form 200 (filed with the M10 supporting documentation) with the finalized copy from 10 ABW/LGLSE.

Section D Unauthorized Equipment On-Hand (AS 000)

8.20. Requests for authorization or turn-in must be completed within 15 workdays of the assignment of AS 000 for centrally procured (CP) items other than vehicles (budget code V). Excess vehicles and all non-CP items must be turned in or justified within 90 calendar days after being assigned AS 000. If more than 90 calendar days are required for vehicles, the delay must be justified by the REMS monitor.

Section E Equipment Categories

8.22.3. If you anticipate Civil Engineering as the manufacturer, then a DD 1348-6 and an AF Form 332, **Base Civil Engineer Work Request** must accompany the request.

8.22.19(Added). Microfilm Equipment Management. Prior to procuring or leasing any microfilm equipment, it is mandatory that approval be obtained from Records Management (10 CSS/SCBDR). Any addition or change of equipment required to support previously approved systems also requires prior approval from 10 CS/SCBDR. Microfilm equipment that is interfaced with ADP machines to convert data from magnetic tape to microfilm or microfiche is acquired through the provisions of Air Force publications in the 33 series. Route requests for automatic typing (word processing) equipment (all Federal Stock Group 70 items) through Programs and Requirements Section (10 CS/SCXP).

8.22.20(Added). ADPE Repair Parts and Spares. Coordinate all requests for repair parts and associated spares for ADPE with 10 CS/SCX prior to processing through supply channels. All organizations will coordinate their requirements through Programs and Requirements Section (10 CS/SCXP).

8.22.21(Added). Office Equipment, Retention/Reuse. Base Supply has established an equipment account within 10 ABW/LGLSSME to retain excess base funded typewriters, calculators, and adding machines. Custodians equipment action requests are screened to determine if free-issue of these assets will satisfy organizational requirements. Reutilization of these serviceable assets is stressed to save operation and maintenance (O&M) expenditures, and an explanation is required when on-hand assets available from the Program Manager holding account are refused.

8.22.22(Added). Chemical Warfare Defense Equipment (CWDE). In conjunction with TA 016, order all CWDE requirements using the criteria listed in AFMAN 23-110, Vol II, Part Two, Chapter 26.44, and AFI 32-4001, paragraph 3.2.1.1 and Table 3.1. All CWDE transaction processing must be approved by the Chief of Readiness (10 CES/CEOX).

8.22.22.1. Establish a CWDE account according to the procedures outlined in paragraph 1.9, this supplement, to include:

8.22.22.1.1. All CWDE accounts are established using PFMR 528, RC/CC 671312.

8.22.22.1.2. All issue/turn-in transactions are processed using shop code "CW".

8.22.22.1.3. Mobility tasked units are responsible for periodic validation of data contained within the Mobility Automated Inventory Tracking System (MAITS) maintained by base supply.

Section E Preparing and Processing Equipment Requests

8.23.1. The basis of issue in allowance documents normally represents the maximum allowable quantity for a nonexpendable item prescribed which may be authorized by the applicable level of approval authority if properly substantiated by workload or utilization data or other adequate justification to support the function designated. Insofar as is practical, allowances are stated in flexible terms to permit adaptability to varying numbers of equipment, personnel, workloads, and so forth. Authorizations will be held to the minimum essential. Normally, the item to be requested or requisitioned is the authorized item. When an authorized item is excessive to the needs or capability of a unit or workcenter, a standard Air Force item of lesser capacity, size, and cost may be obtained in place of the TA-authorized item. Items appearing within weapon system tables of allowance (WSTA) depict the maximum quantity which can be allowed. The organization commander may exceed the basis of issue in nonweapon system TAs when the item is base-funded equipment (ERRC NF, budget code 9) and is for base support (use code B) requirements. This policy excludes allowances in TAs 012 and 117, those TAs identified by MAJCOMs as WSTA, and allowances requiring approval above wing/base level (that is, WAB CEMO).

8.23.1.1.1. Any activity may initiate requests for change to allowance documents by submitting an AF Form 601 to 10 ABW/LGLSSME for evaluation. Change requests are submitted when it is determined that allowances are inadequate or excessive, or that equipment is unsuitable for the peacetime or wartime function for which prescribed. Approval is based on the specific information identified or explained in the AF Form 601. All copies of the AF Form 601 must be legible (typing is recommended). The justification block will consist of the following information as applicable:

8.23.1.1.1.1. Identity of the applicable allowance document and part, section or subsection, and column.

8.23.1.1.1.2. Nomenclature, stock number, and cost of the item involved. In addition, any requests for nonlisted, commercial-type items must contain the following information:

8.23.1.1.1.2.1. Statement explaining why the standard federal stock number listed item will not meet requirements.

8.23.1.1.1.2.2. DD Form 1348-6, **DoD Single Line Item Requisition System Document**.

8.23.1.1.1.2.3. Legible manufacturer's brochure, if available.

8.23.1.1.1.2.4. Manufacturer's name, part number, and address. (This is not the distributor).

8.23.1.1.1.2.5. Manufacturer's specifications.

8.23.1.1.1.3. Recommended basis of issue.

8.23.1.1.1.4. Functional and organization chart.

8.23.1.1.1.5. Complete description of peacetime and wartime use of the item including frequency of use, and why it is required or no longer required, if deletion is recommended.

8.23.1.1.1.6. Detailed and complete substantiation for increased allowances.

8.23.1.1.1.7. Statement as to applicability to other similar units.

8.23.1.1.1.8. Effect of the change request on personnel required to use and maintain the equipment. When an equipment change is based upon a personnel change, include a statement properly referencing

and giving the status of the personnel change request. The major command will ensure that the personnel change is approved before forwarding the equipment change to the Air Force Materiel Command (AFMC) activity responsible for approval and publication of the document (Air Force Index 10).

8.23.1.1.1.9. Detailed information regarding the degree of suitability of a similar item listed in current allowances for the function.

8.23.1.1.1.10. Directives pertaining to equipment requirements will be referenced or attached to include page, paragraph, figure, or index number as appropriate. This will include technical orders, command directives, operating orders, or wartime plans and planning documents.

8.23.1.1.1.11. Why current assets listed in the applicable TA will not meet requirements.

8.23.1.1.1.12. What has been done in the past without the equipment.

8.23.1.1.1.13. Number of students enrolled in the course in which the requirement is used.

8.23.1.1.1.14. Course number.

8.23.1.1.1.15. Mission impact if equipment is not provided.

8.23.1.1.1.16. Frequency of use.

8.23.1.1.1.17. The effect the equipment will have on manning.

8.23.1.1.1.18. Volume of work and what reduction in backlog or manning the requested equipment will achieve.

8.23.1.1.1.19. Any back-up documentation that would substantiate the requirement or information and would assist 10 ABW/LGLSSME in obtaining the authorization.

8.23.1.1.4(Added). Turn-in of Weapons. See paragraph 4.5.6 (Added), this supplement, for specific processing requirements.

Section G Individual Clothing and Equipment

8.34.1. Mobility bag components required in support of a notional tasking is an organizational responsibility. Organizations will obtain these items directly from the Individual Equipment Unit (IEU).

Section L (Added) ACQUISITION AND CONTROL OF USAFA PUBLIC ADDRESS SETS AND SOUND SYSTEMS.

8.54. **Overview.** This section prescribes policies, responsibilities, and procedures for the acquisition and control of table of allowance (TA) authorized public address sets/sound systems (PAS/SS) required and used at USAFA. It applies to all USAFA activities, including tenant units, that use Federal Stock Group (FSG) 58 PAS/SS.

8.55. **PSA/SS.** A PSA/SS is defined as an acoustical reproduction assemblage of parts consisting of amplifiers, preamplifiers, receivers, mixers, speakers, turntables, play-back recorders, microphones, and so forth. All requests for PAS/SS will be submitted to Radio Maintenance (10 CS/SCMRG) and Public Address Support (10 CS/SCMRP) for evaluation. Following this evaluation, those requests for new or component part upgrades will be forwarded to the Communications-Computer System Review Board (CSRB) chairperson for approval or disapproval. Requests for replacement component parts in previously approved systems do not require CSRB approval, however, 10 CS/SCMRG and 10 CS/SCMRP

coordination is required to ensure system compatibility. PAS/SS assets will be accounted for on the organization's CA/CRL.

8.56. **Control & Acquisition.** All component parts (excluding items coded XB3) will be accounted for on the organization's CA/CRLs multiple substitutes under the prime national stock number (NSN) authorized within TA documents. Requirements for new or complete systems upgrade may be ordered as a complete system or individually as component parts. When the complete system method is used, accomplish reidentification actions specified to establish component part accountability upon receipt and completion of installation.

8.57. Responsibilities and Procedures:

8.57.1. Organizational Equipment Account Custodian:

8.57.1.1. Ensures initial or expansion/upgrade requests for PAS/SS have a valid TA allowance or have been submitted for TA change.

8.57.1.2. Routes requests for new PAS/SS systems or expansion/upgrade to existing systems to Programs and Requirement (10 CS/SCXP) for technical solution, costing, and approval. Use AF Form 3215, C4 Systems Requirements Document (CSR), as the request document.

8.57.1.3. In the case of user-funded CSRs, submits AF Form 601, AF Form 2005, DD Form 1348-6, and a copy of the approved AF Form 3215 to Supply (10 ABW/LGLSS). If the technical solution is for contracted procurement and installation, submits an AF Form 9, **Request for Purchase**, and a copy of the approved AF Form 3215, to Contracting (10 ABW/LGC). (In the case of 10 CS-funded CSRs, 10 CS/SCXP will accomplish and submit the required procurement and/or installation documents to accomplish the project).

8.57.1.4. Routes requests for replacement component parts through 10 CS/SCXP for validation.

8.57.1.5. Sends an AF Form 2005 or memorandum to Equipment Management (10 ABW/LGLSSME) requesting turn-in of the complete PAS/SS. The request must list all component parts shown in the authorized in-use detail and the action requested to update the CA/CRL, such as delete, change, or reduce. Turn in serviceable and unserviceable parts to the Receiving Element (10 ABW/LGLSSDR).

8.57.2. 10 CS/SCXP:

8.57.2.1. Processes requests (CSRs) in accordance with AFI 33-103 and 10 CS instructions.

8.57.2.2. Develops technical solution and costing.

8.57.2.3. Determines if installation and maintenance can be accomplished by 10 CS/SCXP using allied support, or if contracting services will be required.

8.57.2.4. Performs duties as quality assurance evaluator for contracted installations.

8.57.2.5. Upon completion of the installation, provides a list of accountable components to the custodian for CA/CRL update.

8.57.2.6. If maintenance responsibility is accepted, orders replacement parts for defective equipment using AF Form 2005 and DD Form 1348-6 as appropriate. Enters appropriate information into projected life-cycle replacement plan.

8.57.3. 10 ABW/LGLSSME. Processes approved requests in accordance with AFMAN 23-110, Vol II, Part Two, Chapters 11, 22, 24, and this directive.

**Attachment 10 (Chapter 3 Added) INSTRUCTIONS FOR COMPLETING USAFA FORM 84
(HAZARDOUS MATERIAL USAGE APPROVAL)**

Customers should complete blocks 1-17 before forwarding the form to Bioenvironmental Engineering (10 AMS/SGPB).

1-5. Self-explanatory.

6. FAC: Functional Account Code is the 3-digit, 2-letter supply account code, e.g. 132FM.

7. Item Nomenclature: Enter material name.

8. FSN/NSN/LPN: Enter federal/national stock number or local purchase number. If the local purchase item has no LPN or the customer simply does not know if one exists, then put the manufacturer's part number in this block.

9. MSDS on File: The CUSTOMER should have a Material Safety Data Sheet (MSDS) before ordering hazardous material. Bioenvironmental Engineering (10 AMS/SGPB) maintains a library of MSDSs for most FSN/NSN items and some local purchase items. If the MSDS is not already on base, the customer should order one from the distributor or manufacturer. Attachment 11 ((Added)) is a suggested letter format for obtaining an MSDS from the manufacturer.

10. Manufacturer and Address: For local purchase items, list the complete manufacturer's address with telephone number, if available. For stock listed items, enter N/A.

11. Suggested Source Name and Address: For material you are purchasing from a local distributor, list the distributor's complete address and telephone number, if available. For stock listed items, enter N/A.

12. Storage Information: 12a and b are self-explanatory. In 12c identify amount stored in terms of number and quantity of containers.

13. Usage Information: 13a and b are self-explanatory. In 13c identify quantity used in terms of quantity per time. Be as accurate as possible. Customers may use the reverse side of the form to record subsequent orders, thereby creating a reliable usage record.

14. Describe How Item is Used: Be as specific as possible. For example, "stenciling equipment," "painting cadet projects with a brush," "gluing PVC pipe," "equipment is cleaned daily with a cloth soaked in this solvent," or "Cadet Organic Chemistry Experiment, page 99, Organic Chemistry, Smith, 1987."

15. Describe How Residual Waste, if any, is Disposed of: In most cases, this will be "in trash," "down drain," "used up in process," or "turned in as hazardous waste." Bioenvironmental Engineering can provide guidance on proper disposal methods.

16. Shop Remarks: This section is for continuation of other blocks and information such as protective equipment or ventilation systems you intend to use to protect personnel from exposure to the hazardous material.

17. Shop Supervisor: 17a, b, c, and d are self-explanatory.

Attachment 11 (Chapter 3 Added) SAMPLE REQUEST FOR MATERIAL SAFETY DATA SHEET

Company Name

Address

City, State, Zip Code

Dear Sir:

According to Federal Standard 313 and the Occupational Safety and Health Organization's (OSHA) Hazard Communication Standard, current Material Safety Data Sheets (MSDS) are required for all hazardous materials used in our organization.

Therefore, I am requesting a completed copy of OSHA Form 20 (or equivalent) for the following product: (LIST ALL PRODUCT IDENTIFICATION)

Trade Name:

Federal Stock Number (if listed):

PART NUMBER: **COLOR:**

I am requesting specific chemical identity of the components, and their respective percentages, in this product. This information will be used to assess the toxicological hazards of your product and for industrial hygiene needs. All proprietary information will be kept confidential. Thank you for forwarding information to: (YOUR BASE ADDRESS)

Sincerely,

(SHOP SUPERVISOR)

DENNIS R. DILLINGER Chief of Logistics